



Oregon

**State Board of Examiners for
Engineering & Land Surveying**

670 Hawthorne Ave. SE, Suite 220

Salem, OR 97301

(503) 362-2666

Fax (503) 362-5454

E-mail: osbeels@osbeels.org

OREGON SPECIFIC EXAMINATION TASK FORCE

Minutes of Meeting

June 14, 2013

Members present:

Sue Newstetter, Chair

James Doane

Staff present:

Mari Lopez, Executive Secretary

Jenn Gilbert, Executive Assistant

Jenn O'Neill

Joy Pariante

Brianna Weekly

Others present:

Kyle Martin, Assistant Attorney General

Steven Burger (Observer)

Art Noxon, PE (Acoustical)

John Sessions, PE (Forest)

The meeting of the Oregon Specific Examination Task Force (Task Force) was called to order at 12:05 p.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

Public Comment

There were no comments.

Unfinished Business

Oregon-Specific Exam Policies

Exam Security

The Committee discussed recommendations from other Boards regarding security of examinations and exam questions. A number of other Boards recommended talking to Tim Miller, PE, NCEES Director of Exam Services. Ms. Lopez will contact to Mr. Miller about procedures related to secure data sharing and will present those options to the Committee in August.

Secure Data Sharing and Sharepoint Rollouts – Grant A. Moyle recommendations

Mr. Moyle has recommended the OSBEELS servers be replaced due to age and as a result of findings during a Department of Administrative Services audit of information technology capabilities of the Massage Board, whose IT services Mr. Moyle also provides. An upgrade in servers would also provide the capabilities needed for examination security and storage at OSBEELS and for transferring examination information from OSBEELS to exam development teams. **The Committee recommends the Board approve proceeding with the upgrade.**

Oregon Specific Exam Security – Art Noxon

Mr. Noxon expressed concern about current examination security requirements. While the policy is being developed, examinations are stored a number of ways, some of which may not be very secure. He recommended coming up with an interim storage policy to ensure all exams are being stored at a base security level. Ms. Newstetter agreed that this was a good idea for the interim. She also expressed a desire to keep all paper examination information, despite plans for automation. Staff was directed to work on an addendum to the non-disclosure agreement or a new form which would address security measures being taken by each examination development team. Mr. Sessions recommended requiring storage information such as location, passwords and how to gain access to documents, in case the examinations need to be developed by someone other than the primary liaison.

Mr. Sessions also recommended clarification on the portion of the policy which discusses the grading deadline. Currently, it requires graded examinations to be completed and forwarded to OSBEELS within 60 days of the examination. However, Mr. Session said the exams often take some time to arrive for grading. The Task Force concurred that this portion of the policy should be edited to reflect that the 60 days begins when the exam grading team receives the exams from OSBEELS.

Volunteer Non-Disclosure Agreement

The review of the Volunteer Non-Disclosure Agreement was postponed until August because Mr. Neathamer was not in attendance.

The meeting adjourned at 12:33 p.m.